

## COMMISSION ON TEACHER CREDENTIALING

1020 O STREET  
SACRAMENTO, CALIFORNIA 95814

OFFICE OF THE EXECUTIVE SECRETARY

83-8433

DATE: June 1, 1984

TO: Deans and Directors of Teacher Education

FROM: John F. Brown, Executive Secretary

SUBJECT: Off Campus Programs

As you are aware, the Commission has developed Title 5 Regulations dealing with the requirements for the approval of Off Campus Programs. These regulations have been delayed, subject to negotiations with the State Board of Education.

During this interim period, until the formal implementation of the Title 5 Regulations, you are requested to adhere to prior Commission policy dealing with Off Campus Programs. This policy requires that you notify the Commission, in writing, of your intentions to offer an Off Campus Program for credentialing purposes. This notification should be at least 30 days prior to the implementation of the program, and should identify the program by credential area and by location.

While the Title 5 Regulations are not as yet in effect, the majority of institutions involved in extensive Off Campus operations have indicated their willingness to follow the regulations to establishing any new programs. As it is anticipated that the new regulations will be in effect prior to the 1984-85 academic year, you are encouraged to develop any new program, and modify existing programs, according to the requirements of the regulations. This should serve to facilitate your formal submission process, once the regulations are in effect.

I am enclosing a copy of the proposed regulations. Should you have any questions, please contact Dr. Kane (916) 324-2450, (ATSS) 454-2450.

Thank you for your cooperation in this matter.

Enclosure

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CHAPTER 2: APPROVED PROGRAMS (Sections 80150 through 80249)

ARTICLE 1: PROFESSIONAL PREPARATION PROGRAMS

SECTION 80183 : OFF-CAMPUS PROGRAMS; 80183.1: DEFINITIONS

As used herein, the following definitions shall apply to teacher preparation programs submitted to the Commission on Teacher Credentialing for review and approval:

- a. The term "on-campus" means those programs, approved by the Commission on Teacher Credentialing, to be offered through an accredited institution's school or department of education, or its equivalent, and which are based within the physical boundaries of the institution's main campus. This definition does not pertain to student teaching and/or field work components of regular approval programs.
- b. The term "regular approval" means that approval granted to on-campus programs, offered through the school or department of education, at an institution of higher education.
- c. The term "off-campus" is defined to mean those approved programs offered through continuation education and/or extension divisions, or their equivalent, and/or those approved programs offered at sites external to the physical boundaries of the institution's main campus.
- d. The term "initial program" refers to those programs, offered by any recognized entity of an accredited institution of higher education, submitted for the first time for approval by the Commission on Teacher Credentialing, to be offered as an "off-campus" program.
- e. The term "Initial Approval" refers to the type of approval granted to initial programs.
- f. The term "replication program" is defined to mean those programs offered "off-campus", at sites different from those for which initial or regular approval has been granted.
- g. The term "Replication Approval" is defined to mean that approval granted replication programs.

Authority Cited: Education Code Section 44225(b)  
Reference Cited: Education Code Sections 44226 and 44227

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ARTICLE 2: OFF-CAMPUS PROGRAMS

SECTION 80183.2 APPROVAL REQUIREMENTS: OFF-CAMPUS PROGRAMS

(a) Teacher preparation programs, at accredited institutions of higher education, to be offered off-campus may be approved by the Commission on Teacher Credentialing only if such requests for approval are signed by the Chief Administrative Officer (or official designee), or, in the case of the California University Consortium, by the Director thereof. With the exception of the California Consortium, the application for approval shall attest that the institution's Dean or Director of Education was consulted as to the appropriateness of the proposed program.

b) All requests for initial approval of off-campus programs shall be submitted for approval at least one semester, or quarter, prior to the semester or quarter in which the program is to be offered.

(c) All requests for approval of replication programs shall be submitted at least 60 days prior to the projected start-up date of the program.

(d) Applications requesting initial or replication approval shall state the following in order to be considered for approval approved by the Commission:

1. The desired start-up date and specification of the geographic location of the proposed program.
2. The anticipated duration of the program.
3. The institutional entity offering the proposed program.
4. That the proposed initial or replication program meets existing Commission on Teacher Credentialing standards for regular approved programs.
5. That credit shall be granted on the basis that one semester unit, or equivalent quarter units, represents a minimum of 12 and 1/2 - 15 hours of direct student contact, plus a minimum of 30 hours of out-of-class preparation.
6. That institutional administrators and faculty with expertise in relevant academic fields, have participated in the planning and approval of the program, including the selection of instructors. Further, that such administrators and faculty shall participate in the on-going evaluation of the program.

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7. That the competence and credentials of instructors in said programs are commensurate with those instructing in the regular credential programs.
8. That the program will be housed in facilities in keeping with the programmatic needs of the program, and that the program will have adequate and appropriate instructional and reference materials as well as equipment.
9. That a Local Quality Control Advisory Committee has participated in the initial review and approval of the program's objectives, faculty, facilities, and instructional and reference materials and equipment. Such assurance to include a statement attested to by the Committee that these are considered appropriate to the needs of the target population and/or geographic location to be served.
10. That the Local Quality Control Advisory Committee consists of the following: instructors from the institution; public school administrators; practitioners in the programs's credential area; candidates (potential or participating) in the program; lay, non-educators, and representation of the ethnic minority community served.
11. That the Local Quality Control Advisory Committee, in addition to participating in the initial review and approval of the program, shall participate (a) in the on-going review and evaluation of the program, and (b) the review and analysis of follow-up surveys/ interviews of the candidates'/graduates' employers regarding performance. This on-going involvement to include, where possible, participation of the lay, non-educator members of the Committee.
12. That once candidates are admitted to the program, the program shall be continued to allow the candidate to complete the program. This assurance provided as a "Memorandum of Understanding" to be entered into between the institution and the candidate, which is to clearly specify institutional requirements for attendance and enrollment to be met by the candidate.
13. That all candidates for admission to either initial or replication programs shall meet the normal admission requirements, or their equivalent, of the institution. institutional entity proposing the program.

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14 The Chief Administrative Officer (or designee) shall certify that there is no agreement between the institution with any unaccredited agencies or individuals (who operate as contractors to market educational programs), to market the program for which approval is being sought.

(e) Replication programs, utilizing Quality Control Advisory are to be developed utilizing recommendations from Local Quality Control Advisory utilizing a review of the specific program objectives approved for the initial and/or regular on-campus program, where such a program has had Commission approval at the institution. This development to include the Advisory Committee's determinations as to the suitability of the initial and/or regular program's objectives to the specific needs of the Replication Program's target population, and to the specific requirements of the geographic location to be served.

(f) Where the Quality Control Advisory Committee determines that existing objectives, approved for either on-campus or initial programs, are acceptable, the Commission's approved documentation for the credential area shall be reproduced with the assurance that "no change" has been made in the objectives.

(g) Where the Quality Control Advisory Committee determines that any, or all, in whole or in part, of existing approved objectives require modification, the previously approved objective(s) shall be presented with "strike out" provided to indicate the area(s) of change, with the revised objective(s) being presented as a separate statement for approval.

(h) Where the program is an initial off-campus program, not attempting to replicate an existing program, the objectives shall address the competencies for the credential area as established by the Commission, and the institution's program document shall provide the program's objectives for each such competency, along with the statement from the Quality Control Advisory Committee that these objectives are appropriate to the needs of the target population and/or of the geographic area to be served.

(i) Local Quality Control Advisory Committees need not be formed for each program of replication, providing the Quality Control Committee for the initial program attests that the program's objectives and procedures are appropriate to the target population and/or geographic location to be served by the replication program. Where the program being replicated is a regular program not having a Quality Control Committee, such committee shall be established for the replication program.

(j) All programs of replication shall provide for the participation of candidates (potential or participating) in the program on the Local Quality Control Advisory Committee. Where such a committee is not developed specific to the replication

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program, such candidates shall augment the Quality Control Committee certifying approval of the program.

(k) The institution shall submit a yearly report to the Commission on Teacher Credentialing, based upon its own evaluation of the program. This report to include recommendations of the Quality Control Advisory Committee, with a description of the institution's response to such recommendations. The report is to be in response to a form provided by the Commission.

(l) Where it is determined that an institution has replicated an approved credential program, without obtaining Commission on Teacher Credentialing approval for such replication, the initial or regular program being replicated shall be subject to immediate on-site evaluation.

(m) Institutions of Higher Education, recommending candidates for credentials, shall specify to the Commission whether the preparation was through a regular on-campus program, or through an off-campus program, as defined in Section 80183.1. Where the preparation is through an off-campus program, the application shall identify the entity which offered the program, and the geographic location of the program.

(n) All off-campus programs approved by the Commission to operate after July 1, 1984 shall meet the requirements set forth in this section.

Authority Cited: Education Code Section 44225 (b)  
Reference: Education Codes 44226 and 44227

80171 80271 Executive Secretary (The content of this regulation is unchanged).

Article 3 Conflict of Interest Code

80225 80275 General Provisions Conflict of Interest Code

CHAPTER 2.5. Rules of Procedure for the Commission (Sections 80250 through 80299)

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